State Court Administrative Office
State of Michigan

FINAL

Financial

Process and Requirements

Version 0.9

April 17, 2007

Unisys Corporation

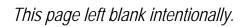2290 Science Parkway

Okemos, Michigan 48864

Revision History

Date	Version	Description	Author
3/26/07	0.1	First revision of business processes and requirements.	Unisys and SCAO team
3/27/07	0.2	Reviewed and revised 'Create a Receivable', 'Take a Payment'	Unisys and SCAO team
3/28/07	0.3	Reviewed and revised 'Set up a Register', 'Create/Disburse a Payable', 'Void a Financial Transaction', 'Adjust a Financial Transaction'	Unisys and SCAO team
3/29/07	0.4	Reviewed and revised 'Close a Financial Period', 'Create a Payment Plan'	Unisys and SCAO team
4/2/07	0.5	Reviewed and revised 'Create a Payment Plan', 'Monitor/Enforce a Payment'	Unisys and SCAO team
4/3/07	0.6	Reviewed and revised 'Monitor/Enforce a Payment', 'Create/Maintain an Account ID', 'Create a Cash Code', 'Create a Default Transaction'	Unisys and SCAO team
4/4/07	0.7	Reviewed and made minor changes to all use cases.	Unisys and SCAO team
4/10/07	0.8	Updated Figure 2 to match terminology in the use cases. Added use case for DHS-207 report. Updated 'Create/Disburse a Payable' to capture details specific to juvenile cases.	Unisys and SCAO team
4/12/07	0.9	Updated use cases based on comments from the group.	Unisys and SCAO team

Table of Contents

Table of Figures

UNISYS

This page left blank intentionally.

1. Definition of Actors

Actor	Definition
Administrator	Any person authorized to perform administrative duties on the system (e.g. Create/Maintain an Account ID, Create a Cash Code, etc)
Cashier	Any court clerk responsible for taking payments.
Court Clerk	Any clerk or register responsible for entering and managing cases in the Court.
Financial Administrator	Generalization for a court employee who is responsible for verifying and reconciling accounts for a financial period.
Judicial Officer	Generalization for a court official who is responsible for the administration of justice. Can include a judge, District Court magistrate, Probate register, or referee, etc.
Party	Generic actor referring to any individuals involved in or associated with a case.

2. Business Process – Financials

Create Account IDs and Cash Codes

Account ID

State

County

Trust

Misc.

DATA ELEMENTS
Fund Number: Treasurers Number
Activity Code
Account Number
Sub-Account
Description
Alternative Account Name

Cash Codes

EXAMPLES:
Fines
Cost
Bond
Crime Victim
Restitution
Marriage Fee
Etc...

DATA ELEMENTS
Cash Code ID: uniquely identifies each cost type
Cash Code Type (Expense / Revenue / Both)
Cash Code Priority: determines the order in which monies are applied to the cash codes when partial payments are taken.
Description
Effective / expiration Date

Default Amount

Amount or Percent
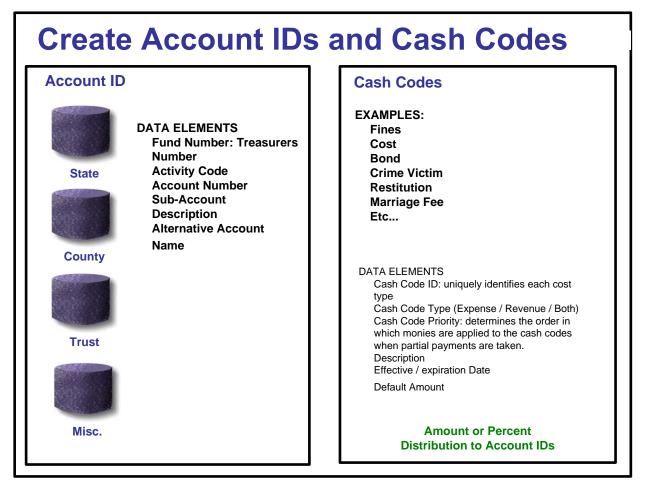**Distribution to Account IDs**

Figure 1: Create Account IDs and Cash Codes
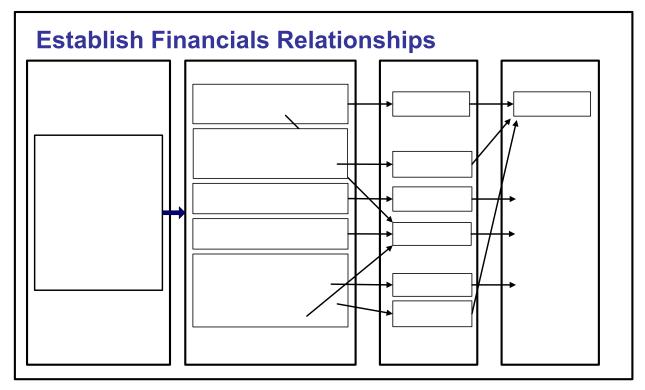
Figure 2: Establish Financials Relationships

2.1 Process Details

Reckless Driving (License Suspended) Total = $195.00

2.1.1 Business Use Case – Create/Maintain an Account ID

Business Use Case Package	Financials
Business Use Case Title	Create/Maintain an Account ID
Date	March 26, 2007
Author(s)	Unisys

Cash Code Group:

Description	This use case describes how the actor creates a new financial account ID for use in future financial transactions. The account ID uniquely identifies a financial account for funds for both distribution and receiving purposes.
Actors	• Administrator
Goals	To create a new financial account ID.
Triggers	The Court business process requires a new financial account ID for future financial transactions.

Crime Victim

State Minimum Cost

Fine

Cost

Flow of Events	

Basic Path	1. The administrator selects the court location.
	2. The administrator enters a unique account ID.
	    a. The administrator may select the fund number, as defined by the treasurer.
	    b. The administrator may select the court identifier or fund type.
	    c. The administrator may select the account type or purpose.
	    d. The administrator may select the sub-account as necessary.
	3. The administrator may enter the physical bank account number.
	4. The administrator enters a description for the account ID.
	5. The administrator enters other details for the account ID (e.g. alternative account name, etc).
	6. The administrator enters the effective date and may enter an expiration date for the Account ID.

Preconditions	None
Postconditions	None
Business Requirements	1. The system shall allow the creation of one or more account IDs. 2. The system must be able to report or calculate at any level (account ID, court location, fund number, account type, etc).
Interfaces	
Business Rules	1. Each court location may have their own set of account IDs. 2. The account identifiers may be numeric or alpha-numeric, based on a local court decision. 3. The Account ID (fund, activity, and account) numbering system may follow the guidelines for Uniform Chart of Accounts defined by the Department of Treasury. 4. The Account ID may be defined by the local financial department.
Data Elements	

2.1.2 Business Use Case – Create a Cash Code

Business Use Case Package	Financials
Business Use Case Title	**Create a Cash Code**
Date	March 26, 2007
Author(s)	Unisys

Description	This use case describes how the actor creates a cash code to be

	used in future system transactions. Cash Codes define how funds are to be distributed into or out of Account IDs.
Actors	• Administrator
Goals	To create a new cash code
Triggers	The Court business process requires a new cash code for future financial transactions.
Flow of Events	
Basic Path	1. The administrator enters a unique identifier for the cash code. 2. The administrator selects whether the cash code is to be used for expense, revenue, both, or trust. 3. The administrator assigns a priority to the cash code. 4. The administrator enters a description for the cash code. 5. The administrator enters an effective date and may enter an expiration date. 6. The administrator may enter a default amount. 7. The administrator may select the court type, case type, venue, etc. 8. The administrator indicates whether partial payments are allowed. 9. The administrator indicates whether non-monetary credits are allowed. 10. The administrator enters other cash code details (e.g. cash code type, victim assessment flag, trust or agency type, etc). 11. The administrator defines the distribution for the cash code into one or more Account IDs and/or by venue (by percentage, fixed amount, or both).
Preconditions	None
Postconditions	None
Business Requirements	1. The system shall provide a set of standard cash codes determined by the SCAO. 2. The system shall allow distributions to be based on dollar amounts, percentages, or both. 3. The system shall allow local courts to create custom cash codes for their own business needs. 4. The system shall track the creation date, modification dates, the user who entered or modified the cash code, etc. 5. The system shall allow shortcuts for entering cash codes. 6. The system shall be able to apply the same cash code identifier in different ways (to provide different Account ID allocations) based on court type, case type, venue, etc. 7. Cash codes should be filtered based on court type, case type, etc. 8. The system shall allow partial payments even if the cash code is marked as full payment only. A warning will be displayed if a full payment is required.
Interfaces	
Business Rules	1. Cash code priorities shall be unique.

	2. When there are cash codes that are identified as victim assessments, 50% of the payment will be allocated to victim assessments based on priority and other 50% will be allocated based on the non-victim cash code priorities, however, the user has the ability to override.
	3. If a cash code includes both dollar amount and percentage splits, the dollar amount should be satisfied first and the balance will be distributed based on the percentages.
	4. The default amount may be dependent on the court type or case type.
	5. Some cash codes are assessed by charge and some are by case/petition (e.g. crime victim is only assessed once per case).
Data Elements	

2.1.3   Business Use Case – Create a Cash Code Group

Business Use Case Package	**Financials**
Business Use Case Title	**Create a Cash Code Group**
Date	March 27, 2007
Author(s)	Unisys

Description	This use case describes how the actor configures a cash code group for financial transactions. Cash code groups provide templates for entering common sets of cash codes.
Actors	• Administrator
Goals	To configure a cash code group.
Triggers	The court business process requires configuration of a cash code group to assign cash codes and financial obligations.
Flow of Events	
Basic Path	1. The administrator enters a unique identifier for the cash code group. 2. The administrator enters a description for the cash code group. 3. The administrator enters the cash code(s) and default values, if applicable. 4. The administrator enters the effective date and may enter an expiration date for the cash code group.
Preconditions	None
Postconditions	None
Business Requirements	1. The system shall allow filtering of cash code groups based on court type, case type, etc.

Interfaces	
Business Rules	1. Cash code groups may be associated to charges.
	2. Cash code groups may be set up at the state and local levels.
	3. Cash code groups that involve statutory cash code requirements cannot be modified locally. The individual assessments may be adjusted.
	4. Cash code groups may include maximum and minimum amounts on a cash code basis for one or more cash codes.
Data Elements	

2.1.4   Business Use Case – Create a Receivable

Business Use Case Package	**Financials**
Business Use Case Title	**Create a Receivable**
Date	March 27, 2007
Author(s)	Unisys

Description	This use case describes how the actor creates a receivable to assign financial obligations to a case. A receivable is any money payable to the court (e.g. assessment, fees (fines, costs, etc)).
Actors	• Court Clerk
Goals	To assign financial obligations.
Triggers	An event or activity that creates a financial obligation to the court.
	• Adjudication has been made with financial obligations.
	• Receiving a filing document that requires a fee.
	• Recording an event that requires a fee (e.g. inventory, etc).
	• A payable may create a new receivable (e.g. court pays a guardian ad litem and then needs to create a receivable for the conservatorship)
	• etc
Flow of Events	
Basic Path	1. The user determines which case(s), petition(s), party(s), or count(s) to associate the receivable to, if any.
	2. Based on the activity, the user or the system determines the appropriate receivable.
	3. The user enters the receivable amount, if not defaulted.
Preconditions	None
Postconditions	None

Business Requirements	1. The system shall be able to determine predefined receivables for a particular activity.
	2. The system shall be able to capture recurring receivables.
	3. The system shall allow the user to enter receivables that accumulate between defined dates or until a cap.
	4. The system shall be able to capture both an ordered receivable amount and the facility's cost of care.
	5. The system shall have an active/inactive date on receivables. An inactive receivable remains on the case but will not appear on the outstanding receivables report or bills, collections are suspended, etc.
	6. The system shall maintain a history of the active/inactive dates.
	7. The system shall be able to calculate the amount of the receivable based on the inventory (probate).
	8. The system shall be able to set fixed amount receivables and percentage based receivables.
	9. The system shall provide the ability to establish payment plans that set future due dates.
	10. The system shall allow the user to link receivables for a given individual. The system shall provide the user the ability to select receivables and join them together.
	11. The system shall be able to automatically assign an end date to a receivable when jurisdiction is terminated or parental rights are terminated (juvenile only).
	12. The system shall be able to calculate and display the total monetary amount of all cash codes included in the receivable.
	13. The system shall track receivables that have been assessed the 20% late fee for being 56 days past due, and will not assess the 20% late fee again for that portion of the receivable.
Interfaces	DHS (MI-CSES): receiving child support information (currently manual)
Business Rules	1. Predetermined amounts may be associated with events and activities (default amount).
	2. Other events and activities may require manual user intervention to determine the specific amount.
	3. Some activities may require the user to enter the appropriate receivables.
	4. Receivables may be associated to case(s), petition(s), party(s), count(s), etc.
	5. Some cash codes are assessed by charge and some are by case/petition (e.g. crime victim is only assessed once per case).
	6. Receivables may be created with no case or party associated to it.
	7. Receivables must be associated to the respondent and responsible party(s).
	8. Joint and several cases/petitions may involve several parties who are responsible for restitution or juvenile receivables. The

	responsible parties may be sentenced at separate times. The restitution or juvenile receivable is assigned at case/petition level where all parties are responsible for the payment. The responsible parties may be in multiple jurisdictions, but only the original jurisdiction reports the outstanding receivable.
	9. Multiple joint and several receivables may be on the same case, petition, or party.
	10. Certain payables may trigger the creation of a receivable (e.g. court pays a guardian ad litem and then needs to create a receivable for the conservatorship)
	11. 56 days past the first missed due date, 20% of the non-restitution balance is assessed. The assessment is once per receivable. Certain case types and receivables may not be eligible for the 20%.
	12. Every receivable has a due date. Unless a future due date is set, the due date is the date of assessment.
Data Elements	

2.1.5   Business Use Case – Take a Payment

Business Use Case Package	**Financials**
Business Use Case Title	**Take a Payment**
Date	March 27, 2007
Author(s)	Unisys

Description	This use case describes how the actor takes a payment.
Actors	• Court Clerk
Goals	To create a financial transaction
Triggers	Payment taken by clerk.
Flow of Events	
Basic Path	1. The clerk identifies the receivable(s) to be paid. 2. The clerk enters a password 3. The clerk enters the payment amount. 4. The clerk enters the payment type (check, cash, etc). 5. The clerk records additional payment details (payor, amount received, etc). 6. The clerk may enter a comment. 7. The clerk generates a receipt (may include check endorsement).
Preconditions	None
Postconditions	None

Business Requirements	1. The system shall be able to distribute payments based on predefined rules.
	2. The system shall be able to endorse checks with the printer. The endorsement contains the case number, receipt number, amount, bank account number, etc.
	3. The system shall allow disposition and/or plea to be entered at the time of payment.
	4. The system shall allow receipt number sequencing based on cashier, register, or location.
	5. The system shall be able to take a payment for a case where there is not an existing receivable with the assumption that the receivable will be created later. (e.g. individual offers payment before case paperwork is processed) [the monies will be taken in as a trust account]
	6. The system shall be able to take a payment before case entry. (e.g. individual offers payment before case paperwork is processed)
	7. The system shall allow new receivables to be added while taking a payment.
	8. The system shall allow receivables to be adjusted while taking a payment. A history of adjustments shall be maintained.
	9. The system shall warn the user when the tendered amount is greater than the receivable balance.
	10. The system shall display the outstanding bond amount. The system shall allow the user to apply all or part of the outstanding bond amount to the outstanding receivable. Applying the bond for payment will make the appropriate adjustments in the bond record, including reducing the amount and/or closing the bond.
Interfaces	• Web payment: receiving payments over the web [see TAB document web payment interface]
	• SOS: if clearance fee paid in full
Business Rules	1. If partial payment – system will display cash code priority and may allow the user to modify it.
	2. System maintain separate financial ROA
	3. Payable Ticket Offenses are civil Infractions and payable misdemeanor offenses that have a standard cash code group associated with them.
	4. The cashier password must be unique. A user may be authorized to use one or more workstations (registers).
	5. A payment may have multiple payment types.
	6. If multiple payment types are received, the total for all payment types should match the total amount tendered.
	7. A single payment cannot be greater than the full amount of the receivable (except for open ended frequency assessments).
	8. A payment cannot be deleted or modified; it can only be voided.
	9. Receipt dates should be real-time and system generated. Receipts cannot be back- or future-dated.
	10. Receipt numbers for a given financial period must be continuous and sequential. However, there may be multiple sequences for a financial period based on court, register, or cashier.

	11. The last receipt number for a financial period must be one less than the first receipt number of the next financial period.
	12. In Juvenile cases, assessments are at the payor level, but the priority distribution is at the petition level (to be discussed further).
	13. When there are cash codes that are identified as victim assessments, 50% of the payment will be allocated to victim assessments based on priority and other 50% will be allocated based on the non-victim cash code priorities, however, the user has the ability to override.
Data Elements	

2.1.6   Business Use Case – Set up a Register

Business Use Case Package	Financials
Business Use Case Title	Set up a Register
Date	March 27, 2007
Author(s)	Unisys

Description	This use case describes how the actor sets up a register. A register is a workstation (PC) that is set up to accept payments. A drawer is a securable physical container that holds cash, checks, and credit card receipts.
Actors	• Administrator
Goals	To set up a register.
Triggers	
Flow of Events	
Basic Path	1. The administrator selects one or more users. 2. The administrator authorizes the user(s) to use the register.
Preconditions	None
Postconditions	None
Business Requirements	1. The system shall be able to maintain multiple registers. 2. Each register may have multiple users associated with the register. 3. Each register may maintain multiple cashier IDs. 4. A cashier ID may be authorized to use one or more registers.
Interfaces	
Business Rules	1.
Data Elements	

2.1.7   Business Use Case – Create/Disburse a Payable

Business Use Case Package	Financials
Business Use Case Title	Create/Disburse a Payable
Date	March 27, 2007
Author(s)	Unisys

Description	This use case describes how the actor processes accounts payable that are outside of the transmittal process.
Actors	• Court Clerk
Goals	To create and disburse a payable.
Triggers	The clerk decides to disburse funds. The court orders disbursement.
Flow of Events	
Basic Path	1. The clerk selects a vendor, person, or organization to be paid. 2. The clerk may associate the payable to a case or party. 3. The clerk enters the payable details (amount, date, invoice number, etc). 4. The clerk associates the payable to a Cash Code(s). ** See Alternative Path 1 for additional Juvenile steps. 5. The clerk determines whether to issue a voucher or check. 6. The clerk enters the check number (the clerk may know the number immediately or at a later date).
Alternative Path 1	Additional items for Juvenile: 1. The clerk enters the dates of care, if different from the defaults. 2. The clerk verifies the facility rate. 3. The clerk selects the children to associate to the payable. 4. The clerk may enter miscellaneous items (e.g. medical care, etc).
Preconditions	The court has financial obligations to a person or organization (e.g. trust money or a bill).
Postconditions	None

Business Requirements	1. The system shall be able to set up non- court case management accounts and transactions (office supplies, etc).
	2. The system shall be able to capture a check number and date.
	3. The system shall be able to generate a sequential voucher number.
	4. The system shall be able to create a new receivable from a payable (e.g. court pays a guardian ad litem and then needs to create a receivable for the conservatorship)
	5. The system shall populate dates of care for juvenile payables based on case and/or petition information.
	6. The system shall populate facility rates for juvenile payables based on case and/or petition information.
	7. The system shall allow multiple children and/or petitions to be associated to payables for juvenile facilities.
Interfaces	• Check writing software: generate export file for check writing.
Business Rules	1. For trust money (bond, restitution, escrow, etc), disbursements cannot be greater than the amount received.
	2. Disbursements are not made until the check or voucher number is entered. The court may select whether to disburse on issuance of the voucher or receipt of the check number.
	3. Vouchers cannot be deleted, but they can be voided.
	4. Paid vouchers (with a check number entered) cannot be voided.
	5. The same check number may be used for multiple payables.
	6. Disbursing trust money (bond, restitution, escrow, etc) makes the appropriate adjustment in the trust record, including reducing the amount and/or closing the record.
Data Elements	

2.1.8   Business Use Case – Void a Financial Transaction

Business Use Case Package	Financials
Business Use Case Title	Void a Financial Transaction
Date	March 27, 2007
Author(s)	Unisys

Description	This use case describes how the actor voids a financial transaction.
Actors	• Court Clerk
Goals	
Triggers	

Flow of Events	
Basic Path	1. The clerk selects the financial transaction (receipts/voucher numbers).
	2. The clerk enters his/her password.
	3. The clerk enters the reason for void.
	4. The clerk confirms the void.
	5. The clerk generates a void receipt.
	6. The clerk decides whether to re-ring.
	7. The clerk generates a re-ring receipt, if applicable.
Preconditions	
Postconditions	None
Business Requirements	1. The system shall be able to void the non-cash portion of a transaction and recalculate the distribution based on defined cash code priorities.
	2. The system shall allow the user to re-ring after a void, if necessary.
	3. The system shall allow multiple re-rings for a single void.
Interfaces	
Business Rules	1. The void should reference the original receipt number, and the re-ring should reference the void receipt number.
	2. A re-ring may be voided.
	3. A void or re-ring uses the next available receipt number (in sequence).
	4. All financial transactions are updated on the Register of Actions.
	5. Voids needs to be associated to the clerk who originally entered the transaction.
Data Elements	

2.1.9   Business Use Case – Adjust a Receivable

Business Use Case Package	Financials
Business Use Case Title	**Adjust a Receivable**
Date	March 27, 2007
Author(s)	Unisys

Description	This use case describes how the actor adjusts a receivable.
Actors	• Court Clerk
Goals	
Triggers	An existing receivable needs adjustment.
Flow of Events	

Basic Path	1. The clerk selects the receivable (by party, case, petition, etc).
	2. The clerk enters his/her password.
	3. The clerk enters the adjustment.
	4. The clerk enters the reason for adjustment (modified order, error, etc).
Preconditions	
Postconditions	None
Business Requirements	1. The system shall display the current assessment.
	2. If the assessment was done in error, the system shall recalculate the assessment and associated cash codes with the new value.
	3. If the assessment was adjusted because of non-monetary credits (waivers, community service, jail time, etc), the balance will be lowered.
	4. The system shall generate reports with selected criteria (e.g. adjustment reasons, modification details, user, etc) for all adjustments.
Interfaces	
Business Rules	1. Certain cash code types (restitution for non-juvenile, crime victim rights, etc) cannot be adjusted by non-monetary credits.
	2. Non-monetary credits should be applied in reverse priority order with the ability to override locally.
	3. Adjustments cannot be greater than the balance of the receivable.
Data Elements	

2.1.10   Business Use Case – Close a Financial Period

Business Use Case Package	**Financials**
Business Use Case Title	**Close a Financial Period**
Date	March 27, 2007
Author(s)	Unisys

Description	This use case describes how the actor closes and reconciles accounts for a financial period.
Actors	• Cashier
	• Financial administrator
Goals	To close and reconcile accounts for a financial period.
Triggers	The financial period is over.
Flow of Events	
Basic Path	1. The cashier generates the summary receipt report for the financial period and verifies the totals for his/her cashier ID and

	balances the totals against the cash, checks, credit card receipts, etc received.
	2. The cashier closes the financial period for their cashier ID.
	3. The cashier opens the next financial period for their cashier ID.
	4. The financial administrator receives all monies and reports from the cashiers and reconciles all cashiers for the financial period.
	5. The financial administrator generates a final combined report for all cashier IDs and prepares the deposit(s) for the financial period.
Preconditions	None
Postconditions	None
Business Requirements	1. The system shall have the ability to reopen a financial period to correct errors until the next financial period begins. The system shall have the ability to activate or inactivate this feature on a court-wide basis [court level flag].
	2. The system shall be able to prompt the user to open the next financial period.
	3. The system shall be able to generate reports indicating the total monies received by payment type, by cashier, etc, and other summary information (e.g. number of receipts, etc).
	4. The system shall have the ability to generate a transmittal report at any time.
	5. The system shall be able to reproduce the original closing and transmittal reports at any point in the future, even if the system has recorded voids or re-rings in subsequent closing periods.
	6. The system shall maintain and report on voids of transactions from the current period and voids of transactions from prior periods separately.
Interfaces	
Business Rules	1. Re-ringing and voiding a transaction from a prior period should not affect the current period's closing totals.
Data Elements	

2.1.11   Business Use Case – Create a Payment Plan

Business Use Case Package	**Financials**
Business Use Case Title	**Create a Payment Plan**
Date	March 27, 2007
Author(s)	Unisys

Description	This use case describes how the actor creates a payment plan.

	Payment plans may be created when more than one payment is required to satisfy an obligation to the court.
Actors	• Court Clerk
Goals	To create a payment plan
Triggers	The court allows the creation of a payment plan to pay court obligations over time.
Flow of Events	
Basic Path	1. The clerk selects the party, case(s), petition(s) and/or receivable(s). 2. The clerk selects the frequency, amount, and/or maximum time period. 3. The clerk generates a payment schedule plan and may also generate an agreement. 4. The clerk may generate payment coupons.
Preconditions	A receivable must exist.
Postconditions	None
Business Requirements	1. The system shall recalculate future payments based on the current status of the account. 2. The system shall allow the configuration of advance payments at a local level (e.g. whether an advance payment affects the next payment or last payment). 3. The system shall allow payment plans to be modified with an effective date and maintain a history. 4. The system shall be able to suspend a payment plan without penalties and maintain a history of suspensions and reasons. 5. The system shall be able to calculate due dates based on the payment plan details. 6. The system shall have the ability to default to court-selected due dates (e.g. 1st of the month, one month from entry date, etc) or manually defined dates. [configured at court level] 7. The system shall have the ability to generate and print payment schedules, agreements, and payment coupons.
Interfaces	
Business Rules	1. One or more receivables may be included in a payment plan. 2. Multiple payment plans may be created for each person, case, or petition. 3. The payment plan may also include one or more one-time payments. 4. Additional receivables may be added to a payment plan at any time after creating the plan. 5. A payment plan may be set up at a party level and include receivables from one or more different cases.
Data Elements	

2.1.12   Business Use Case – Monitor/Enforce Payment (Collections)

Business Use Case Package	Financials
Business Use Case Title	**Monitor/Enforce Payment (Collections)**
Date	March 27, 2007
Author(s)	Unisys

Description	This use case describes how the actor monitors and enforces payments.
Actors	• Court Clerk
Goals	To monitor and enforce payments.
Triggers	
Flow of Events	

Basic Path	1. The clerk may generate a periodic statement.
	2. The clerk may select a set of criteria to generate notices, including which form to use.
	    a. Examples of filtering criteria include:
	        i. Probation status
	        ii. Custody status
	        iii. Warrant status
	        iv. Dollar amount owed
	        v. Number of days past due date
	        vi. Case type
	        vii. Judicial officer
	        viii. Military service
	        ix. Bankruptcy
	        x. Etc
	3. The clerk may select the escalation level and notice text.

Preconditions	None
Postconditions	None

Business Requirements	1. Based on selected criteria, the system shall be able to generate forms and notices, events, another assessment, etc. 2. The system shall be able to generate a pre-list of notices to be sent out and allow the user to limit the number of notices based on various criteria (case volume, dollar amount, alpha range based on last name, etc), or select/exclude individual notices from the list. 3. The system shall be able to sort notices (by zip code, etc). 4. The system shall be able to send email notices. 5. The system shall allow a duplicate notice to be issued and the reason for duplicate noticing. 6. The system shall keep a history of selection criteria used for generating notices. 7. The system shall allow the user to link receivables for a given individual. The system shall provide the user the ability to select receivables and join them together in order to generate a consolidated collections notice. 8. The system shall be able to generate both separate and consolidated collections notices for linked receivables. 9. The system shall allow the user to customize the text of the notice as necessary. 10. The system shall maintain a history of escalation based on failure to comply. 11. The system shall have an active/inactive date on receivables. An inactive receivable remains on the case but will not appear on the outstanding receivables report or bills, collections are suspended, etc.
Interfaces	• State Treasurer Debt Referral: tax intercepts, etc • Collection Agencies: sending overdue receivable information
Business Rules	1. In some cases, statements may be generated prior to the due date. In other cases, statements are generated when payments are past due. 2. Certain types of notices are case or charge related and will be set up and configured separately from collection notices. The failure to comply with certain notices may trigger additional financial assessments. 3. Certain types of notices are case or charge related and may trigger a financial assessment. 4. All generated notices must be included on the ROA. 5. One or many subsequent notices may be generated. 6. The initiation of collections cannot circumvent notices required by statute. 7. Receipt of payment, establishing or modifying a payment plan, or extending the due date may reset the notice escalation schedule.
Data Elements	

2.1.13   Business Use Case – Setting up the DHS-207 Report

Business Use Case Package	Forms, Reports, and Milestones
Business Use Case Title	Setting up the DHS-207 Report
Date	April 6, 2007
Author(s)	Jonie & Betty

Description	This use case describes how the actor sets up the DHS-207 report. The DHS-207 report is the 'Monthly Report on Foster Care under the Family Division of the Circuit Court'. The complete DHS-207 report includes: • Section A – children provided care, total days care provided under the jurisdiction of the Family Division of the Circuit Court, and expenditures by order of the family court judge of probate from the Child Care Fund; and • Section B – Expenditures made under the Basic Grant program as authorized by Section 117e of Act 87, PA 1978; and • DHS-2396, the In-Home Care Addendum for DHS-206B.
Actors	• Court Clerk
Goals	To set up the DHS-207 report so that it can be run on a monthly basis and submitted to DHS via JJOLT.
Triggers	
Flow of Events	
Basic Path	1. The clerk enters the child care fund budget into the system. 2. The clerk determines the cash code(s) for each line item on the report. 3. The clerk creates vouchers for per diem charges, non-scheduled charges, basic grant, or in-home care charges throughout the month. 4. The clerk enters the county check numbers on the vouchers to "close" the vouchers once they receive the checks from the county. 5. The clerk receipts payments throughout the month for reimbursements, government benefits, and other receipts. 6. The clerk generates the DHS-207 report and uploads it – or manually enters the figures into – JJOLT.
Preconditions	Applicable cash codes must be created and flagged for DHS-207.
Postconditions	None

Business Requirements	1. The system must calculate the number of children in care, the number of days of care provided, the gross expenditures, adjustments, and adjusted reimbursable expenditures for lines 1-21, and 23-27 of the DHS-207 report.
	2. The system must calculate the number of children and/or families involved in each component of the In Home Care program, the total authorized IHC amount, the current month expenditures for each component, the expenditures fiscal year to date for each component, and the balance remaining for each component, as well as a grand total for each column, and report it on the DHS-2396, as well as Line 22 of the DHS-207.
	3. The system must calculate the receipts applicable to Child Care Fund Reimbursable Expenditures as follows: 　　a. 75% of court ordered collections 　　b. governmental benefit collections 　　c. other receipts (not subject to the 25% collection fee)
	4. The system must calculate the net expenditures subject to 50% reimbursement.
	5. The system must calculate foster care payments made during the release appeal period.
	6. The system must allow for and calculate a net audit adjustment (plus or minus).
	7. For Section B of the DHS-207 report, the system must calculate each component of the Basic Grant agreement and must specify the component, the total grant amount, the current month expenditures, the expenditures fiscal year to date, and the balance remaining, as well as a grand total for each column.
	8. The system must allow the clerk to enter an unlimited (or 999) cash codes to be used for each line item on the report, and for each component of the Basic Grant and In Home Care Addendum.
	9. The system must generate an audit for each line of the report.
	10. The system shall be able to generate a data file containing the report data (for interfaces). The administrator shall specify the format of the data file (comma-delimited, etc).
Interfaces	JJOLT
Business Rules	1. The Child Care Fund budget runs on a fiscal year, October 1st through September 30th.
	2. The DHS-207 report is submitted monthly. To determine which receipts and expenditures to report on which month's report, the system must conform to these rules: 　　a. Money received is reported in the month it is transmitted to the county treasurer, not the month of the "receipt" date. 　　b. Vouchers are reported in the month that contains the date of the county check, not the month that contains the date the voucher was created.
	3. Family Division (Juvenile) courts must submit a Child Care Fund budget proposal to DHS annually to begin October 1st. Therefore,

	the setup of this report, including the budget amounts, can and usually does change each year. Courts must have the ability to "copy" the setup from the previous year, and make only necessary changes for the current year.
Data Elements	